

United States Army Alaska Regulation 672-3

DEPARTMENT OF THE ARMY UNITED STATES ARMY ALASKA Fort Richardson, Alaska 99505-5000

United States Army Regulation 672-3

31 October 2001

Decorations, Awards, and Honors

Military Awards

Summary. This regulation concerning military awards has been revised. This regulation provides information on approval authority for various awards, award submission suspense time requirements, and processing procedures. The change adds an approval authority for Foreign Jump Wings.

Applicability. This regulation applies to all active Army, active Guard/Reserve, Army National Guard, and United States Army Reserve personnel assigned or attached to the United States Army Alaska (USARAK). It also applies to private citizens.

Supplementation. Supplementation of this regulation is prohibited without prior coordination with the USARAK Deputy Chief of Staff, Personnel, Adjutant General (DCSPER/AG).

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This regulation's proponent agency is the USARAK DCSPER/AG. The USARAK DCSPER/AG invites users to send comments/suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RAG-PA.

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*This regulation supersedes United States Army Alaska Regulation 672-3, dated 15 January 1998.

1. Purpose

This regulation prescribes USARAK policy, criteria, and administrative instructions concerning individual military awards. It provides for timely recognition for achievement, exceptional service, special skills, or qualifications. It does not alter the policies established in Army Regulation (AR) 600-8-22.

2. References

Required publications and referenced forms are listed in appendix A.

3. Explanation of abbreviations

- a. AAM Army Achievement Medal
- b. app appendix
- c. AR Army Regulation
- d. ARCOM Army Commendation Medal
- e. DA Department of the Army
- f. DCSPER/AG Deputy Chief of Staff, Personnel/Adjutant General
- g. LM Legion of Merit
- h. MOVSM Military Outstanding Volunteer Service Medal
- i. MSM Meritorious Service Medal
- j. USARAK United States Army Alaska

4. Responsibilities

- a. The USARAK DCSPER/AG is the proponent for the USARAK military awards policy.
- b. The USARAK Commander is the Meritorious Service Medal (MSM) approving authority for all USARAK soldiers.
- c. The USARAK Commander, 172d Infantry Brigade (Separate), the Deputy Commanding Officer, Fort Wainwright, and the Garrison Commander are the Army Commendation Medal (ARCOM) approval authorities for all soldiers assigned and attached to their respective commands. All Fort Greely awards must be processed through the Garrison Commander who is also the Army Achievement Medal (AAM) approval authority. They may delegate ARCOM disapproval/downgrade authority to their immediate subordinate AAM approval authorities. This delegation must be in writing and done with each change of command.
- d. Lieutenant-colonel commanders are the AAM and Military Outstanding Volunteer Service Medal (MOVSM) award approval authorities for all soldiers assigned and attached to their respective commands.

5. Awards boards

- a. Brigade and battalion commanders are encouraged to execute a standing awards board to review and make recommendations on all award recommendations within their command.

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- b. Approval authorities may make award decisions without referral to the awards board.

6. Award submission

a. Commanders will ensure that deserving soldiers receive their end-of-tour award before departing the command.

b. USARAK DCSPER/AG, Plans and Actions must receive award recommendations for the USARAK Commander's consideration per the following timeline (see app B for a quick reference sheet):

(1) MOVSM—30 days before presentation.

(2) AAM and ARCOM—30 days before presentation.

(3) MSM—60 days before presentation.

(4) Legion of Merit (LM) for retirement—120 days before presentation.

(5) LM for permanent change of station—150 days before presentation.

(6) All other awards requiring Headquarters, DA approval—150 days before presentation.

c. Units will submit the original, signed DA Form 638 (Recommendation for Award) with chain of command endorsements to: USARAK DCSPER/AG, Attention: APVR-RAG-PA. Recommendations will include current copies of enlisted record briefs for enlisted soldiers or DA Form 4037 (Officer Record Brief) for officers, as appropriate.

d. If applicable, the unit commander will provide a memorandum of lateness for an MSM or LM not submitted in time for the individual to receive the award before departure. The memorandum of lateness will be addressed to the USARAK Chief of Staff, explaining why the recommendation is late.

7. Orders data

a. The DCSPER/AG, Plans and Actions prepares the appropriate award certificate for the USARAK Commander's signature. Upon approval, the DCSPER/AG, Plans and Actions assigns a permanent orders number and then sends the approved award to the appropriate unit.

b. Brigade-level units will issue permanent orders for approved AAMs and ARCOMs. No permanent orders are required for an MOVSM. The orders issuing authority will annotate the permanent orders data on the DA Form 638. The orders issuing authority will forward a copy of the certificate to the appropriate personnel services detachment, 203d Personnel Services Battalion, and retain the original for orders sets as required by AR 600-8-105 and AR 25-400-2.

8. Posthumous awards

Forward recommendations expeditiously for the posthumous award of the AAM, ARCOM, MSM, or higher award to USARAK DCSPER/AG, Attention: APVR-RAG-PA. Submit any additional awards recognizing deceased soldiers (such as a Good Conduct Medal or Army Lapel Button) for honorable duty performance at the same time.

9. Field procedures for the Meritorious Service Medal and below

Prepare award recommendations for specific acts of heroism or achievement in a non-garrison or tactical environment on DA Form 638, in black ink and block-print format. Forward the DA Form 638 through the chain of command to the approving authority for approval and presentation. Within 10 days after the

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presentation, or after the unit returns from the field, the recommending official will ensure the approving authority has received all information needed to prepare the orders and award certificate. The orders issuing authority office will forward documentation to the appropriate personnel service detachment, 203d Personnel Service Battalion, for inclusion in the soldier's personnel record.

10. Award reconsideration

a. Commanders may request reconsideration of a downgraded award. A request for reconsideration should be based on information not available to the approving authority during initial award processing. The commander will resubmit the original award packet with a memorandum providing complete justification for the reconsideration and any additional pertinent information.

b. Any award reconsideration submitted to the USARAK Commander requires the brigade commander's endorsement.

11. Award period

a. Soldiers who have an approved consecutive overseas tour or in-place consecutive overseas tour are eligible for a service award upon completion of their initial tour.

b. Soldiers who move from one major subordinate command to another are eligible for a second or subsequent service award.

c. A letter of continuity is appropriate for soldiers who change units before completing a full tour. The standard memorandum format or draft DA Form 638 is acceptable. Losing commanders should summarize achievements and forward the summary to the gaining commander for inclusion in the soldier's end-of-tour award.

12. Award revocation or withdrawal

Before or after presentation, a recommendation or award may be withdrawn for cause by submitting a request, in writing, through the chain of command to the approval authority. Approval authority will ensure compliance with AR 600-8-22, paragraph 1-29. Forward requests for withdrawal of an award or recommendation for personnel of other services to USARAK DCSPER/AG, Attention: APVR-RAG-PA.

13. Award types

a. Badges.

(1) Requests for the award of a Senior/Master Parachutist Badge, Senior/Master Aviator Badge, Senior/Master Aviation Badge, Senior/Master Explosive Ordnance Disposal Badge, and Senior/Master Flight Surgeon Badge will be submitted on a DA Form 4187 (Personnel Action) through the chain of command to USARAK DCSPER/AG, Attention: APVR-RAG-PA. Recommendations will include: the degree of award for which the soldier is eligible, a statement from the battalion commander that the individual's records have been screened and the soldier meets all prerequisites for the award under the provisions of AR 600-8-22, and a copy of the orders awarding the initial badge. One copy of the entire packet will accompany the original packet.

(2) Recommendations for Army Aviator Badges must include a copy of the last DA Form 759 (Individual Flight Record and Flight Certificate—Army), the individual flight record closeout, and a current flight physical.

(3) Forward any request for Parachutist Badge revocations to USARAK DCSPER/AG, Attention: APVR-RAG-PA on a DA Form 4187, accompanied by a statement from the battalion-level commander

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explaining the reason for revocation and a copy of the original orders awarding the badge. If the soldier initiates the request, his/her request and a counseling statement must be included.

b. Army Lapel Button. Soldiers must be personally awarded the Army Lapel Button before expiration of term of service or retirement.

c. Certificates of achievement, certificates of appreciation, and general-purpose certificates. The signature authority for certificates is any unit/detachment commander or principal staff officer. Certificates of achievement or appreciation may be used to recognize acts of achievement by military members. Private citizens in the community who have contributed significantly to the command mission or assisted in joint community and military activities (such as escorting military dignitaries on official business, participating in organized athletics, volunteer work, or other involvement) may also receive these awards. If the USARAK Commander's signature is requested, and it will be presented to a soldier, then complete a DA Form 638 (AR 600-8-22, table 3-4 may be used as a guide.). The immediate commander will verify that the individual is eligible for an award and that the information on the DA Form 638 is correct. For private citizens, prepare a DA Form 1256 (Incentive Award Nomination and Approval) as provided in AR 672-20. Commanders or supervisors will send the request through the chain of command to USARAK DCSPER/AG, Attention: APVR-RAG-PA.

d. Foreign Jump Wings. Approval authority is the USARAK Commander. Commanders will send the request through the chain of command to USARAK DCSPER/AG, Attention: APVR-RAG-PA. Recommendations will include current copies of enlisted record briefs for enlisted soldiers or DA Form 4037 for officers, as appropriate, copy of the jump certificate signed by the foreign country, and a copy of the manifest.

14. Awards statistical reports

Brigade-level units will submit DA Form 4612-R (Numbers and Types of Decorations Approved) to the USARAK DCSPER/AG, Attention: APVR-RAG-PA by the new quarter's third working day. These reports will contain compiled numbers from each subordinate unit within their respective command.

15. Further information or assistance

Information on military awards not covered by this regulation may be found in AR 600-8-22. For further assistance, contact USARAK DCSPER/AG, Plans and Actions at 384-1977/0399.

FOR THE COMMANDER:

OFFICIAL:

RICHARD C. NICKERSON
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Chief of Staff

//Original Signed//
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Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR
Fort Shafter, Hawaii 96858-5100

Appendix A

**Section I
Referenced Publications**

- AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in paragraph 7b.
- AR 600-8-22 (Military Awards). Cited in paragraphs 1, 12, 13, and 15.
- AR 600-8-105 (Military Orders). Cited in paragraph 7b.
- AR 672-20..... (Incentive Awards). Cited in paragraph 13c.

**Section 11
Referenced Forms**

- Enlisted Record Brief (ERB). Cited in paragraphs 6c and 13d.
- DA Form 638 (Recommendation for Award). Cited in paragraphs 6c, 7b, 9, 11c, and paragraph 13c.
- DA Form 759 (Individual Flight Record and Flight Certificate—Army). Cited in paragraph 13a(2).
- DA Form 1256 (Incentive Award Nomination and Approval). Cited in paragraph 13c.
- DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.
- DA Form 2442 (Certificate of Achievement). Cited in appendix B.
- DA Form 4037 (Officer Record Brief). Cited in paragraphs 6c and 13d.
- DA Form 4187 (Personnel Action). Cited in paragraph 13a.
- DA Form 4612-R (Numbers and Types of Decorations Approved). Cited in paragraph 14.
- USARAK Form 835a (United States Army Alaska Certificate of Appreciation). Cited in appendix B.

Appendix B
Quick Reference Sheet to Military Awards

Assistance Point of Contact For assistance or further information contact:	
Noncommissioned Officer in Charge, AG Plans and Actions	384-0399
Awards Specialist	384-1979

Type of Awards, Suspense Times, and Approving Authorities		
Award	Suspense Time to APVR-RAG-PA	Approving Authority
USARAK Form 835a (Certificate of Appreciation)		Battalion Commander
MOVSM	30 days	Battalion Commander
DA Form 2442 (Certificate of Achievement)		Battalion Commander
AAM	30 days	Battalion Commander
ARCOM	30 days	Brigade Commander or USARAK Commander for Northern Warfare Training Center
MSM	60 days	USARAK Commander
LM (for retirement)	120 days	United States Army Pacific Commander
LM (for service)	150 days	DA
Other awards requiring DA approval	150 days	DA
Note: Suspense times are the number of days before presentation date.		